

## **Appendix F: Data Collections Forms**

## **Student Assessment & Program Accountability in the Classroom**

### **Pre-Assessment**

Prior to presenting any lesson in the classroom, it is crucial that you give the Pre-assessment sheet to the students. This can be executed any time prior to the lesson. Collect the Pre-assessment sheets so that they can be bundled with the Post-assessment sheets for evaluation purposes. This is a critical requirement for the I-Safe Safe Schools Education Initiative. Evaluation and measurement are required as part of the grant.

Students can complete the pre and post assessments via the I-Safe web site at: <http://www.isafe.org> , click the link to the Educators section, and follow the on-screen directions for accessing and completing the assessments for each lesson.

### **Post-Assessment**

At the conclusion of each lesson in the classroom, it is crucial that you give the Post-assessment sheet to the students. Each lesson is designed so that this can be executed during the allotted class time; however, the Post-assessment can be given up to 2 days after the class exclusive of weekends. Collect the Post-assessment sheets so that they can be bundled with the Pre-assessment sheets for evaluation purposes. This is a critical requirement for the I-Safe Safe Schools Education Initiative. Evaluation and measurement are required as part of the grant.

### **School/classroom Tracking Procedures**

Fill out the Classroom Course Record and Evaluation Form. The Classroom Course Record and Evaluation Form includes; but, is not limited to: number of students in attendance, date, teacher's name, school name, grade, instructor's name, instructor's agency or organization, and suggestions for improvement relevant to the course content.

Please note: The instructor on the Classroom Course Record and Evaluation Form may be the same as the classroom teacher, or may be different than the classroom teacher (particularly when a law enforcement officer teaches Lesson 5 on Law Enforcement and Internet Safety).

Please complete the Classroom Course Record and Evaluation Form so that we may keep accurate count of students that have received the I-Safe lessons and we may receive feedback on how to improve the curriculum.

Submit a copy of the completed Classroom Course Record and Evaluation Form bundled with the students' Pre- and Post-assessment sheets. By bundling these together the I-Safe Assessment Team will be able to match the assessment results to specific age groups, schools, and geographical locations. Note: if the pre and post assessments have been completed via the I-Safe web page, there is no need to send in the hard copies.

Please return the Assessment Sheets and the Classroom Course and Evaluation Form to the District Coordinator. Thank you.

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**Pre-Assessment Sheet for Lesson 1 – Cyber Community**

**School Name** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

Directions: Circle the best answer.

1. Cyber Space is a:  
A. Black hole  
B. Community  
C. Free-for-all  
D. Place without rules  
E. Nowhere
2. A website for a casino is \_\_\_\_\_ for kids and teens.  
A. Exciting  
B. Attractive  
C. Inappropriate  
D. Appropriate  
E. A fun place
3. You can get into an adult website through:  
A. A URL  
B. An email  
C. A pop-up advertisement  
D. All of the above  
E. A and C only
4. A \_\_\_\_\_ site is a place on the Internet that is created by someone who does not like someone else because of race or religion.  
A. Bashing  
B. Hurtful  
C. Blasted  
D. Hate  
E. Harassment
5. The Columbine High School Shooting happened on April 20<sup>th</sup>. What is the significance of that date?  
A. Hitler's Birthday  
B. School Holiday  
C. Prom Day  
D. First day back after spring break  
E. National Hand Gun Day

6. If you come across a website where a student at another school has posted information that he or she is going to take a gun or pipe bomb to school: What would you do?
- A. Inform an adult
  - B. Inform a teacher or principal
  - C. Inform the police
  - D. Nothing, it's not your school
  - E. A, B, or C
7. As it relates to the Internet: What is SPAM?
- A. Mushy food in a can
  - B. A computer virus
  - C. Super Powerful Automatic Mail
  - D. Websites where kids can get in trouble
  - E. Email that you didn't ask for
8. What does a URL allow you to do?
- A. Use the Rapid Login function on a computer
  - B. Upload Really Large pictures to the Internet
  - C. Send email to a remote location
  - D. Go to websites anywhere on the Internet
  - E. None of the above
9. People use \_\_\_\_\_ and \_\_\_\_\_ to communicate online.
- A. Modems and telephone
  - B. Email and Instant Messaging
  - C. Email and Snail Mail
  - D. Instant Messaging and SPAM
  - E. Email and SPAM
10. If you receive an email that has adult pictures in it, what should you do to protect yourself in the future?
- A. Click on the "take me off your list" link
  - B. Click on the "unsubscribe" link
  - C. Reply with "REMOVE" in the subject line
  - D. Delete it
  - E. All of the above

**Post-Assessment Sheet for Lesson 1 – Cyber Community**

**School Name** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

Directions: Circle the best answer.

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  - C. Reply with "REMOVE" in the subject line
  - D. Delete it
  - E. All of the above

**Pre-Assessment Sheet for Lesson 2 – Personal Safety**

**School Name** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

Directions: Circle the best answer.

1. A place where you can post messages in Cyber Space so others may read them is called:  
  
A. Instant Messaging  
B. Buddy List  
C. Bulletin Board  
D. Website  
E. Web Post Office
2. Your name, home address, and phone number are \_\_\_\_\_ information.  
  
A. Identical  
B. Special  
C. Incidental  
D. Superficial  
E. Identifying
3. You can always trust a person who you meet in a chat room if he or she:  
  
A. Sends you a picture of him or herself  
B. Calls you at home  
C. Meets you in a public place  
D. None of the above  
E. All of the above
4. How do some people, whom you meet online, try to trick you into believing they can be your friend?  
  
A. Send you gifts  
B. Send you tickets to come visit them  
C. Lie to you  
D. Tell you that it is OK to be mad at your parents  
E. All of the above
5. The only kids or teens who get into trouble on the Internet are those who are:  
  
A. Always acting up at school  
B. Girls  
C. Living in big cities  
D. Boys  
E. None of the above

PRE-assessment

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6. The most important way to be safe when talking with someone online is to:
- A. Ask for a picture so that you know what this person looks like
  - B. Talk only with people who have similar interests
  - C. Know this person in real-life from school or other groups
  - D. Get a phone number and call that person to see if he or she is really a kid
  - E. None of the above
7. If you get to know someone online and he or she wants to meet you; what should you do?
- A. Ask your best friend at school to go with you so that you will be safe
  - B. Tell your cyber pal that you have to meet in a busy place where there are a lot of people; like a mall
  - C. Tell him or her that you cannot meet anyone from the Internet
  - D. Both A and B
  - E. All of the above
8. A chat room is a place on the Internet where people go to:
- A. Talk online with other people about cars
  - B. Chat about similar interests
  - C. Talk about their favorite actors or musicians
  - D. Chat about politics
  - E. All of the above
9. If you are online and someone threatens you or makes you feel uncomfortable; what should you do?
- A. Threaten them back
  - B. Tell your best friend about it
  - C. Tell an adult
  - D. Send them a nasty email
  - E. Nothing. They can't hurt you. It's just Cyber Space
10. What advice would you give to your best friend at school about how to be safe on the Internet?
- A. Only send someone your picture if he or she sends a picture to you first.
  - B. If someone wants to talk on the phone, tell them that you will call them
  - C. Only tell someone your name if you have been talking online with them for a long time
  - D. Only talk online with people who you already know; like friends from school
  - E. All of the above

**Post-Assessment Sheet for Lesson 2 – Personal Safety**

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

Directions: Circle the best answer.

1. A place where you can post messages in Cyber Space so others may read them is called:  
  - A. Instant Messaging
  - B. Buddy List
  - C. Bulletin Board
  - D. Website
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2. Your name, home address, and phone number are \_\_\_\_\_ information.  
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  - E. All of the above
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  - C. Lie to you
  - D. Tell you that it is OK to be mad at your parents
  - E. All of the above
5. The only kids or teens who get into trouble on the Internet are those who are:  
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  - B. Girls
  - C. Living in big cities
  - D. Boys
  - E. None of the above

POST-assessment

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  - B. Talk only with people who have similar interests
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  - B. If someone wants to talk on the phone, tell them that you will call them
  - C. Only tell someone your name if you have been talking online with them for a long time
  - D. Only talk online with people who you already know; like friends from school
  - E. All of the above

POST-assessment  
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**Pre-Assessment Sheet for Lesson 3 – Computer Viruses**

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

Directions: Circle the best answer.

1. What is a computer virus?
  - A. A hoax that spreads across networks
  - B. A computer program bug
  - C. Something that you can catch in a chat room
  - D. Malicious code
  - E. All of the above
2. What is steganography?
  - A. A computer dinosaur
  - B. A special type of virus
  - C. A person who types
  - D. A way to transmit hidden files
  - E. A way of catching a virus
3. A worm is similar to:
  - A. A network
  - B. A Trojan horse
  - C. Snail mail
  - D. A bug
  - E. All of the above
4. Your computer can become infected with a virus from:
  - A. An attachment to an email
  - B. A floppy disk
  - C. Music or programs downloaded from the Internet
  - D. A and B only
  - E. All of the above
5. What are the red flags that an email might contain a virus?
  - A. It has an FW: and an attachment
  - B. It has an attachment with a .exe
  - C. It took a long time to download
  - D. All of the above
  - E. A and B only

6. Who uses steganography?
- A. Terrorists
  - B. Stenographers
  - C. Senators
  - D. Virus writers
  - E. Secretaries
7. How can you decrease your chance of getting a virus?
- A. Don't open email from someone you don't know
  - B. Never open emails with attachments that end in .vsb or .scr
  - C. Don't open email from your friend if it has been forwarded and has an attachment
  - D. A and B only
  - E. All of the above
8. Explain why putting a virus on the school computers is not a harmless prank.
- A. Viruses can destroy data and files
  - B. People can't get their work done
  - C. Infected email may be sent to everyone on a contact list
  - D. May cause the computer to crash
  - E. All of the above
9. What happens to most people who write viruses and worms?
- A. Nothing. They hardly ever get caught
  - B. They go to jail
  - C. They have to pay a fine
  - D. They become famous
  - E. Both B and C
10. A \_\_\_\_\_ appears to be something good, but may contain viruses or worms that attack your computer.
- A. A Melissa email
  - B. A steganography
  - C. A Louisville Slugger
  - D. A Trojan horse
  - E. All of the above

**Post-Assessment Sheet for Lesson 3 – Computer Viruses**

**School Name** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

Directions: Circle the best answer.

1. What is a computer virus?
  - A. A hoax that spreads across networks
  - B. A computer program bug
  - C. Something that you can catch in a chat room
  - D. Malicious code
  - E. All of the above
  
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3. A worm is similar to:
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  - B. A Trojan horse
  - C. Snail mail
  - D. A bug
  - E. All of the above
  
4. Your computer can become infected with a virus from:
  - A. An attachment to an email
  - B. A floppy disk
  - C. Music or programs downloaded from the Internet
  - D. A and B only
  - E. All of the above
  
5. What are the red flags that an email might contain a virus?
  - A. It has an FW: and an attachment
  - B. It has an attachment with a .exe
  - C. It took a long time to download
  - D. All of the above
  - E. A and B only

POST-assessment  
Page 1

6. Who uses steganography?
- A. Terrorists
  - B. Stenographers
  - C. Senators
  - D. Virus writers
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7. How can you decrease your chance of getting a virus?
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  - C. They have to pay a fine
  - D. They become famous
  - E. Both B and C
10. A \_\_\_\_\_ appears to be something good, but may contain viruses or worms that spring out and attacks your computer.
- A. A Melissa email
  - B. A steganography
  - C. Louisville Slugger
  - D. A Trojan horse
  - E. All of the above

**Pre-Assessment Sheet for Lesson 4 – Intellectual Property**

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

Directions: Circle the best answer.

1. Copying and pasting information from the Internet into a paper for class, and failing to give credit to the source of the information is called:
  - A. Copyright
  - B. Intellectual property
  - C. Petty theft
  - D. Plagiarism
  - E. Grand theft
2. When writing a paper for school, it is OK to:
  - A. Copy and paste information directly from the Internet
  - B. Reference or quote information you copy from the Internet
  - C. Use anything you find on the Internet because it is free
  - D. Copy whatever you want. No one will know the difference
  - E. All of the above
3. What does copyright protect?
  - A. A person's original work
  - B. The music that your favorite artist creates
  - C. Movies
  - D. B and C only
  - E. All of the above
4. When you buy a CD, what rights do you have?
  - A. The right to give it away
  - B. The right to sell it for more than you paid for it
  - C. The right to listen to it
  - D. A and C only
  - E. All of the above
5. If someone wants to sell you a CD that is not the original, that CD is a:
  - A. Copyright
  - B. Hoax
  - C. Flaw
  - D. Counterfeit
  - E. All of the above

PRE-assessment  
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6. Do you have the right to make a copy of music or a software CD and give it to your friends?
- A. Sure, as long as they don't pay me
  - B. Yes, but they have to pay me for it
  - C. No, because it is protected by copyright law
  - D. Sure, because I paid for the CD, I can do anything I want with it
  - E. No, because that is plagiarism
7. Why is it better to download music from a subscription service rather than file sharing service like KaZaa?
- A. You get music from the original owner
  - B. You don't allow strangers to have open access to your computer files
  - C. You may download a virus or worm in music from a file sharing service
  - D. A, B and C
  - E. There is no difference and file sharing is better because it's free
8. Which situation is not appropriate?
- A. You buy a CD and listen to it as often as you like
  - B. Your friend buys some software and gives a copy to you
  - C. You buy a video game and give it to your friend for his birthday
  - D. You buy a hard-to-find video game and sell it to your friend for \$20 more than you paid for it
  - E. All of the above
9. Being a good cyber citizen means:
- A. Respecting the rights of others
  - B. Respecting other person's property
  - C. Not using technology for malicious or destructive reasons
  - D. A and B only
  - E. All of the above
10. What advice would you give your best friend about how to properly use reference material from the Internet when writing a paper?
- A. Be sure to quote the source
  - B. Use footnotes
  - C. Create a bibliography or reference page
  - D. A and C only
  - E. All of the above

**Post-Assessment Sheet for Lesson 4 – Intellectual Property**

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

Directions: Circle the best answer.

1. Copying and pasting information from the Internet into a paper for class, and failing to give credit to the source of the information is called:
  - A. Copyright
  - B. Intellectual property
  - C. Petty theft
  - D. Plagiarism
  - E. Grand theft
2. When writing a paper for school, it is OK to:
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  - C. Use anything you find on the Internet because it is free
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3. What does copyright protect?
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  - A. The right to give it away
  - B. The right to sell it for more than you paid for it
  - C. The right to listen to it
  - D. A and C only
  - E. All of the above
5. If someone wants to sell you a CD that is not the original, that CD is a:
  - A. Copyright
  - B. Hoax
  - C. Flaw
  - D. Counterfeit
  - E. All of the above

POST-assessment  
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6. Do you have the right to make a copy of music or a software CD and give it to your friends?
- A. Sure, as long as they don't pay me
  - B. Yes, but they have to pay me for it
  - C. No, because it is protected by copyright law
  - D. Sure, because I paid for the CD, I can do anything I want with it
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- A. You get music from the original owner
  - B. You don't allow strangers to have open access to your computer files
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10. What advice would you give your best friend about how to use reference material from the Internet when writing a paper?
- A. Be sure to quote the source
  - B. Use footnotes
  - C. Create a bibliography or reference page
  - D. A and C only
  - E. All of the above

**Pre-Assessment Sheet for Lesson 5 – Law Enforcement & the Internet**

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

Directions: Circle the best answer.

1. In Cyber Space a person who hangs out in chat rooms to find someone to trick is called a:  
A. Ghost  
B. Predator  
C. Looker  
D. Prey  
E. Peeping Tom
2. In Cyber Space a person who is a victim of someone who tricks them is called:  
A. Careless  
B. Ghost  
C. Prey  
D. Jerk  
E. Predator
3. What is the process used by a person to trick you into falsely believing that he or she is your friend?  
A. Schmoozing  
B. Chasing  
C. Looking  
D. Seeking  
E. Grooming
4. Which of the following screen names is not safe:  
A. Jana14LA  
B. Hacker33  
C. JK2345  
D. Tiger  
E. DDandME
5. You should be suspicious of someone who you meet on the Internet if he or she:  
A. Wants to meet you  
B. Wants you to keep your relationship secret  
C. Seems to like all of the same things that you like  
D. Sends you a picture that makes you feel uncomfortable  
E. All of the above

PRE-assessment  
Page 1

6. When a person wants to meet you on the Internet, he or she will pretend to:
  - A. Be someone famous
  - B. Like the same things you like
  - C. Be rich
  - D. Live in your city
  - E. Drive an expensive car
7. For someone to take advantage of you, he or she:
  - A. Will gain your trust
  - B. May threaten you
  - C. May tell you to keep your relationship secret
  - D. A, B & C
  - E. None of the above
8. People on the Internet can get information about you:
  - A. From your profile
  - B. By looking at your conversations in a chat room
  - C. From your screen name
  - D. By asking you questions
  - E. All of the above
9. Why would someone you meet on the Internet send you an inappropriate picture that makes you feel uncomfortable?
  - A. To break down barriers
  - B. To make you angry
  - C. To blackmail you
  - D. To get your parents mad at you
  - E. None of the above
10. A popular place for bad people to go to find a kid or teen to trick is called:
  - A. An inappropriate website
  - B. A website for teenagers
  - C. An adult chat room
  - D. A chat room for teens
  - E. An adult only website

**Post-Assessment Sheet for Lesson 5 – Law Enforcement & the Internet**

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

Directions: Circle the best answer.

1. In Cyber Space a person who hangs out in chat rooms to find someone to trick is called a:  
A. Ghost  
B. Predator  
C. Looker  
D. Prey  
E. Peeping Tom
2. In Cyber Space a person who is a victim of someone who tricks them is called:  
A. Careless  
B. Ghost  
C. Prey  
D. Jerk  
E. Predator
3. What is the process used by a person to trick you into falsely believing that he or she is your friend?  
A. Schmoozing  
B. Chasing  
C. Looking  
D. Seeking  
E. Grooming
4. Which of the following screen names is not safe:  
A. Jana14LA  
B. Hacker33  
C. JK2345  
D. Tiger  
E. DDandME
5. You should be suspicious of someone who you meet on the Internet if he or she:  
A. Wants to meet you  
B. Wants you to keep your relationship secret  
C. Seems to like all of the same things that you like  
D. Sends you a picture that makes you feel uncomfortable  
E. All of the above

6. When a person wants to meet you on the Internet, he or she will pretend to:
- A. Be someone famous
  - B. Like the same things you like
  - C. Be rich
  - D. Live in your city
  - E. Drive an expensive car
7. For someone to take advantage of you, he or she:
- A. Will gain your trust
  - B. May threaten you
  - C. May tell you to keep your relationship secret
  - D. A, B & C
  - E. None of the above
8. People on the Internet can get information about you:
- A. From your profile
  - B. By looking at your conversations in a chat room
  - C. From your screen name
  - D. By asking you questions
  - E. All of the above
9. Why would someone you meet on the Internet send you an inappropriate picture that makes you feel uncomfortable?
- A. To break down barriers
  - B. To make you angry
  - C. To blackmail you
  - D. To get your parents mad at you
  - E. None of the above
10. A popular place for bad people to go to find a kid or teen to trick is called:
- A. An inappropriate website
  - B. A website for teenagers
  - C. An adult chat room
  - D. A chat room for teens
  - E. An adult only website

POST-assessment  
Page 2

**Assessment Answer Key****Pre/Post Assessments****Lesson 1  
Cyber Community**

1. B
2. C
3. D
4. D
5. A
6. E
7. E
8. D
9. B
10. D

**Lesson 3  
Computer Viruses**

1. D
2. D
3. B
4. E
5. E
6. A
7. E
8. E
9. E
10. D

**Lesson 2  
Personal Safety**

1. C
2. E
3. D
4. E
5. E
6. C
7. C
8. E
9. C
10. D

**Lesson 4  
Intellectual Property**

1. D
2. B
3. E
4. E
5. D
6. C
7. D
8. B
9. E
10. E



***Assessment Answer Key*****Pre/Post Assessment****Lesson 5****Law Enforcement & the Internet**

1. B
2. C
3. E
4. A
5. E
6. B
7. D
8. E
9. A
10. D



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Email education@isafe.org

**Classroom Course Record & Evaluation**

Instructor's Name: \_\_\_\_\_  
First Last

Instructor's School \_\_\_\_\_  
or Agency or Organization (example: American Fork Police Dept.)

Agency/organization address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Instructor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Name of School: \_\_\_\_\_

School address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

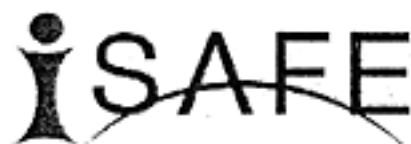
School Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Classroom Teacher's Name: \_\_\_\_\_  
First Last

Grade: \_\_\_\_\_

Number of Students in Attendance: \_\_\_\_\_

Date: \_\_\_\_\_



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### Classroom Course Record & Evaluation

Was there anything about the I-Safe Curriculum that stood out; either positive or negative?

Is there anything about the I-Safe Curriculum or process that needs improvement?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the area that needs improvement and if possible recommend a solution. You may use the back of this page or additional pages for your answer.

Thank you.

Page 2



## Youth Empowerment Volunteer

Become a Leader for your school and community!

Student Mentors and Ambassadors are students who have completed the I-Safe curriculum, and are willing to share their Internet Safety knowledge with their peers and community.

To share the Internet Safety message, Student Mentors hand out flyers and plan school activities such as classroom lessons, skits, and assemblies.

Student Mentors can seek assistance from parents, school faculty, community leaders and groups such as the Parent Teacher Association (PTA) or Parent Teacher Organization (PTO), to plan school and community Outreach activities.

An Ambassador is a Student Mentor selected by other participating Mentors to lead the planning and coordination of the Outreach program.

Materials necessary to organize Outreach activities and events are available in the Mentors and Ambassadors Club area on the I-Safe website.

### Interested?

Ask your teacher for a sign-up form. Have your parents sign it, and return it to your teacher. Sign up in the "Mentors and Ambassadors Club" area on the I-Safe website [www.isafe.org](http://www.isafe.org).

## Join the fun! Say Yes Today!

Join the I-Safe Mentors and Ambassadors Club and find how much fun it can be to share the important message of Internet safety!



### Dear Parents:

I-Safe is a non-profit educational foundation dedicated to: 1) the development of an Internet Safety education program focused on providing kids and teens with essential tools to reduce their risks of being victimized while engaged in activities via the Internet; and, 2) the deployment of a Youth Empowerment campaign that will empower students to take control of their online experiences and make educated, informed, and knowledgeable decisions as they actively engage in cyber activities. Encourage your son or daughter to get involved!

Yes

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Yes

☐ I would like to be a leader for my school and my community and share the message of Internet Safety!

- As a student Mentor, I volunteer to share the message of Internet Safety with other peers and the community. I will work with other Mentors, Youth Ambassadors, family, school and community leaders to assist in the planning of outreach events and activities within my school and community.
- As a Mentor, I will take part in the planning and organizing of fun events and activities in my school such as assemblies, learning activities, or helping other students with Internet related questions and concerns.
- As a Mentor, I can take part in sharing the message of Internet Safety with my community by helping to plan and organize such events as concerts, sporting events, and contests. With the help of the I-Safe team, I will contact local television and newspapers to promote the importance of Internet Safety.

1. Fill out this form and return it to the Instructor
2. Sign up at [www.isafe.org/mentors](http://www.isafe.org/mentors)

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

School Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher or Instructor signature: \_\_\_\_\_

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safer USA[www.isafe.org](http://www.isafe.org)

## Creating a Flier or Handout

A flyer or handout is an excellent source to share information about Internet safety with your fellow students and parents. There are many ways to build your flyer and many forms of presenting the subject matter. What we will do here is provide you with some basics to consider and a few examples that you can use, or come up with one of your own. To create a well-made flyer you might want to consider sources of expert help such as your English or Writing teachers, the PTA connection or someone from your home who has experience that would be helpful. There are a number of computer software programs that are available to make the task easier. There are many great ways to get graphics onto your flyer. There are a number of programs available with clip art as well as resources available on the Internet. Here are some helpful points to consider for your handout:

### KEEP IT TO ONE PAGE OR A HALF PAGE

Make your flyer clear and to the point, as well as a simple size to print. Something too wordy and long is not going to be read.

### CHOOSE YOUR AUDIENCE

Who is the reader? You probably would not create the same look and text for a 4th grade reader as you would for a 9th grader, or parents.

### PLAN AHEAD

Pre-plan how you will distribute your flyer to the targeted readers and how many you will need. If it is for the entire school you could have other volunteers hand them out during lunch hour, before or after school, or through homeroom teachers. Remember to get the consent of your teachers or school staff prior to handing out flyers. They may be a great source of help to you also.

### CREATE A FLIER FOR A PUBLIC EVENT

Spread the word about Internet Safety. Consider City Celebrations, sporting events, grocery and department stores. Again, remember to always get permission from the sponsors of the events, or management of the stores before creating and handing out materials.

### USE I-SAFE MATERIALS AND LOGOS

Download and use a sample Flyer from our web site. Find inspiration and images to use. Have your school order I-Safe Brochures. Remember that when you are making large numbers of copies there are resources for free copies. Talk to your school, copy shops, printers, or PTA.



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**STUDENT MENTORS AND AMBASSADORS  
ENROLLMENT DOCUMENT**

AMBASSADOR:

GRADE:

Please list the name and grade of each Student Mentor

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

The Student Mentors will select a Mentor to serve as the Ambassador. Ambassador selection may be per class or per grade depending upon the number of students receiving the I-Safe curriculum. This decision is to be made by the Educators. Accordingly, this list may either be used within each class or grade level. The Ambassadors work together to lead the group of Mentors and oversee the planning of the Outreach program. Mentors and Ambassadors work together as a team.

\* Please use copies of this form to list additional Student Mentors.



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 Fax. (760) 603-8382  
 Email: education@isafe.org

## Train the Trainer Evaluation Form

Your Name (Optional): \_\_\_\_\_

Title \_\_\_\_\_

What class/grade do you teach: \_\_\_\_\_

Location of training (city/state): \_\_\_\_\_

Today's date: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_

On a scale of 1 – 5 with 1 being poor and 5 being excellent please rate the following:

Circle your rating.

Poor

Excellent

The Trainer was professional

1 2 3 4 5

The Trainer was knowledgeable about the material

1 2 3 4 5

The material was presented in a logical sequence

1 2 3 4 5

I received adequate material and information

1 2 3 4 5

Overall evaluation of the training

1 2 3 4 5

What did you like best about the training? \_\_\_\_\_

Is there something we should have covered more thoroughly? \_\_\_\_\_

How can we improve the training? \_\_\_\_\_

Other comments or suggestions: \_\_\_\_\_





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## Training Session Evaluation Form

(To be filled out by the Trainer)

Technology constantly changes and evolves; so does the process by which Internet safety information is disseminated. Upon completion of the Train the Trainer Session, please fill out these evaluation forms so I-Safe can continue to improve this process and be able to effectively provide this valuable information to your community. We thank you for answering the questions completely and providing honest, thorough responses.

Name of Trainer: \_\_\_\_\_  
First Last

School or Organization: \_\_\_\_\_  
(example: American Fork Police Dept.)

School/Organization address: \_\_\_\_\_  
\_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Date of Training Session: \_\_\_\_\_

Location of Training Session: \_\_\_\_\_

Number of Participants in Attendance: \_\_\_\_\_

## Training Session Evaluation Questions

You may use the allotted space or an additional paper for your answers.

Which aspects of the I-Safe Train the Trainer Manual were easy to understand?

Which aspects, if any, were more difficult to explain or understand?

Is there anything about the I-Safe Train the Trainer Session, Manual, or process that needs improvement?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe what needs improvement and, if possible, recommend a solution.

What questions did you encounter that were not addressed by the Manual?

Did any participants express a desire to participate in Community Outreach? If so, please provide their names and contact information.

Please provide a letter grade for the I-Safe Train the Trainer Manual

A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ F \_\_\_\_\_



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**Train the Trainer Attendance Form**

Today's date: \_\_\_\_\_

Location of training (city/state): \_\_\_\_\_

Trainer's name: \_\_\_\_\_

Your name: \_\_\_\_\_

Your title: \_\_\_\_\_

Your email address: \_\_\_\_\_

What grade/subject do you teach: \_\_\_\_\_

School/Agency name: \_\_\_\_\_

School/Agency address: \_\_\_\_\_

School/Agency city: \_\_\_\_\_

School/Agency state/zip: \_\_\_\_\_

School/Agency phone number: \_\_\_\_\_

**Educators: Which law enforcement agency(s) supports your school district?**

\_\_\_\_\_

**Law Enforcement Professionals: Which school district(s) do you support?**

\_\_\_\_\_



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Materials Order Form or Order Online at: [www.isafe.org/educators.htm](http://www.isafe.org/educators.htm)

Your Name: _____	Date: _____
Department: _____	
Phone: _____	
School Name: _____	
Street: _____	
City: _____	St: _____ Zip: _____
Phone: _____	Email: _____

Shipping Address: _____	
_____	
Street: _____	
City: _____	St _____ Zip: _____

Date Needed: _____
--------------------

MATERIALS:	QTY
Curriculum: Lessons 1 – 4 (Incl. CD)	
Curriculum: Lesson 5 Law Enforcement & Trainer Manual (Incl. CDs)	
Trainer Manual: Lessons 1 – 4 (Incl. CD)	
Forms & Assessments	
CD ONLY Curriculum: Lessons 1 – 4	
CD ONLY Curriculum Lesson: 5 Law Enforcement & Trainer Manual	
CD ONLY Trainer Manual: Lessons 1 - 4	

Fax Form to: 760-603-8382